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21 JUN 1955

MEMORANDUM TO: [REDACTED]

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SUBJECT: Career Development Plan

1. In the immediate future your name will be considered by the Planning Panel of the Personnel Career Board, both for possible reassignment within the next six months or so and for consideration of your Career Development Plan. I hardly need add that the possibility of your eventual reassignment is for the purposes of:

a. Providing some other portion of the Office of Personnel with the experience which you have gained as a member of the Plans Staff or its predecessors and,

b. Enlarging your experience so that your reassignment at some future date back to the Plans Staff may be increasingly profitable to you and to the Office of Personnel.

2. Before you formulate and submit your Career Development Plan to the Planning Panel, I would like to discuss your career interests and plans with you. I suggest that we spend an hour or more in unhurried consultation before the end of this present week.

3. Prior to this discussion, I recommend that you give some consideration to the following suggestions in relation to formulating career development plans.

a. Individual Career Development Plans ordinarily cover a period of two to five years and may be modified or altered by the individual or the Head of the Career Service concerned, at any time in light of existing circumstances.

b. Individual Career Development Plans should include:

DOC	12	REV DATE	24 JUL 1955	BY	029725
ORIG COMP		OPI	32	TYPE	01
ORIG CLASS	C	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HR 70-2

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(1) A statement by the individual of his career interests and plans wherein he expresses his desires for training, rotation, reassignment, or retention in his present assignment. This statement may also include the individual's recommendations for putting his Plan in effect; and

(2) A statement by the appropriate supervisor or supervisors which recommends approval or modifications and alterations to the individual's plans and also recommends the conditions which should govern the action taken to put the Plan into effect.

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DD/Pers/PD: [REDACTED] vcd (21 June 55)

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